



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

29 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 101 – US Army Intelligence Center and Fort Huachuca (USAIC&FH)
Commander's Policy Memorandum Guidance

1. **POLICY.** I will use directive memorandums to disseminate my policy and position on specific subjects. All personnel assigned to USAIC&FH are responsible for knowing my policies. Policy memorandums are used to address issues that are continuous in nature such as my open door policy, and my support of equal employment opportunity. Organizational policy and operating procedures will not be accepted for publication as policy memorandums; they will be published in administrative publications, regulations, and supplements.

2. **PROCEDURES.** New policy memorandums will be prepared for approval as follows:

a. The proponent will:

(1) Prepare the memorandum with a subject line beginning with "POLICY--" followed by the subject.

(2) Include references as the first paragraph of the memorandum. Include proponent contact information within the body of the memorandum. If the memorandum contains substantial, substantive changes which would supersede a previous policy, include the office symbol, date and title of the superseded memorandum in the final paragraph.

(3) Coordinate proposed policy memorandum with any organization that may have a regulatory interest in the issue. Coordinate with the Staff Judge Advocate (SJA) before finalizing the document.

(4) Send the finalized memorandum forward for signature. Package will include a staff coordination sheet, an executive summary to provide background on the proposed policy, and hard and soft copies of the memorandum. If the policy is required by DA or TRADOC regulations, reference the requirement in the executive summary and provide a copy of the pertinent paragraph from the regulation. At a minimum, coordinate the package with the SJA before submission.

b. The SJA will provide a legal review of the policy memorandum.

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c. The Directorate of Information Management will:

(1) Send an email to Installation Record Management coordinators to inform organizations of the new policy letter, effective date, and superceding of previous policy instructions.

(2) Execute distribution of memorandum via electronic media.

(3) Maintain accessible copies of all current policy letters on the Fort Huachuca website.

d. The Command Group will:

(1) Ensure proposed policy has been adequately staffed and is in the proper format.

(2) Ensure policy does not duplicate or contradict any existing directives.

(3) Add appropriate policy number to memorandum.

(4) Maintain the master index/repository and Secretary of the General Staff (SGS) public folder for all active policy memorandums.

(5) Maintain original signed document on file. The SGS will provide a copy with electronic signature to the proponent and send a final electronic copy to ATZS-IMO-I, for posting to the web site.

4. PROPONENT. Secretary of the General Staff, 533-1143.



BARBARA G. FAST
Major General, USA
Commanding

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